



Operations/Management Analyst Senior

Characteristics of Work

Incumbents engage in project work of an administrative nature involving planning, evaluation, operational auditing, financial and management analysis, applied research and related areas for an agency. Incumbents are distinguished from journeyman-level Operations/Management Analysts by the size, scope and impact of projects to which they are assigned, the level of specialized knowledge or skill required for job performance, the amount of independence and freedom to act, and the level and degree of project management skills required. Duties are performed under minimum supervision.

Examples of Work

Examples of work performed in this classification include, but are not limited to, the following:

Coordinates multiple projects and assignments requiring specialized skills and knowledge and involves personnel from a number of organizational levels or disciplines.

Consults with administrators, program directors, and staff at all levels concerning planning, evaluation, management, and analytical techniques and their application.

Makes decisions on project design areas to be studied and constraints or limitations affecting projects.

Establishes project objectives; determines data collection and analysis procedures; and develops work plan and time tables to meet deadlines.

Identifies operational problems in administrative or program policies and procedures.

Makes oral and written reports containing findings and recommendations; assists in implementing solutions.

Interacts with governmental agencies, elected public officials, private organizations and the general public in executing project assignments.

Provides guidance, training and supervision to subordinate operations/management personnel where appropriate.

Performs related or similar duties as required or assigned.

Essential Functions

The essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring agency.

1. Manages the activities and operation of a special projects area for a state agency, which may require management of multiple projects.
2. Interacts and/or consults with a variety of individuals which includes agency personnel, state officials, other state agencies, outside professionals, and/or the general public.

3. Prepares and delivers oral and written reports.

Minimum Qualifications

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Sedentary Work: May occasionally walk or stand and/or occasionally move light objects, materials, etc.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Speaking/Hearing: Ability to give and receive information through speaking and listening skills.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to sit. The incumbent is frequently required to use hands to finger, handle, or feel objects, tools, or controls. The incumbent is occasionally required to stand; walk; and reach with hands and arms.

Experience/Educational Requirements:

Education:

A Master's Degree from an accredited four-year college or university in business administration, public administration, or a related field.

AND

Experience:

Three (3) years of experience related to the above described duties.

OR

Education:

A Bachelor's Degree from an accredited four-year college or university in business administration, public administration, or a related field.

AND

Experience:

Four (4) years of experience related to the above described duties.

Interview Requirements

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.